

76-3228

16 August 1976

MEMORANDUM FOR: See Distribution

SUBJECT : Review Staff Files

1. Effective immediately all permanent record Review Staff files will be transferred to the custodianship of the Executive Secretariat.
2. In order to ensure that permanent record files of the Review Staff will remain intact and be readily available, requests for access to these materials will be levied on the Chief, Executive Registry. Documents should not be removed from these files other than for review on the premises or copying for authorized purposes. A record will be kept by the Registry Clerk, identifying the person and Agency component requesting the document(s). If a document is reproduced, Chief/ER will be advised and will make an appropriate entry in the file. If either the document or its content is to be used for purposes external to the Agency, agreement should be obtained from the originating office, and the approval of the undersigned is required. He will seek the concurrence of all interested offices and consult the DDCI or DCI as appropriate.
3. It is expected that the Legislative Counsel, General Counsel, and Inspector General, as well as the DDCI, will be the principal users of the Review Staff files. Their offices will levy requests directly to the Chief, Executive Registry.



STAT

Executive Secretary

cc: DCI
DDCI

Distribution:

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E-19

M-10-2
Procedures

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UNCLASSIFIED		CONFIDENTIAL	
OFFICIAL ROUTING SLIP		Executive Registry 76-9407/1	
TO	NAME AND ADDRESS	DATE	INITIALS
1	C/IPS		
2			
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: <p>Attached is an estimate of the number of pieces of correspondence between the DCI/DDCI and private citizens which was received by the Executive Registry from 1970 through 26 May 1976. In most cases, there is no way of determining positively that each private citizen is an American citizen.</p> <p>This list does not cover correspondence received from or sent to Agency employees or other U. S. Government employees writing in an official capacity.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
D/ES [redacted]			27 May 76
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FORM NO. 1-67 237 Use previous editions

GPO : 1974 O - 535-857

(40)

(EXECUTIVE REGISTRY FILE E-19)

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ES 76-4 ER

Executive Registry
76-7738

19 April 1976

M-10.2
P. 10.2
FR

MEMORANDUM FOR: See Distribution

FROM : B. C. Evans, Executive Secretary

1. Far too often material is reaching the Director or his immediate office without going through the Executive Registry and over my desk. Per [] and the Director's recent guidance, he looks to me to see that all material is properly coordinated and that the left hand has the opportunity to know what the right hand is doing. That material gets to him without the benefit of Registry and consolidation with other related inputs from line or staff elements can be attributed to the fact that you or one of your staff handcarried the material. The secretaries in his office are under DCI instructions to handcarry any item you may have dropped on their office to the Registry, which in turn will return it to the Director via my office. Of course there are exceptions, e.g., when the Director, or any of his immediate staff, has phoned saying they are waiting for a paper, you are meeting with him and provide a piece of paper across the table, cables, finished intelligence and periodic publications, etc. In most cases, your offices subsequently drop an information copy on the Registry and we are able to record and retrieve as appropriate if the document is an actionable memorandum or letter.

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2. It is understood that there is a very limited quantity of paper that should be exempted from Registry, such as correspondence related to some personnel/security/medical-related cases, particularly sensitive DDO operations, and some extremely sensitive Community [] topics. However, we have a responsibility to record its existence if it involves DCI review and approval. In all such cases, we have an obligation to know where the office of record is and in most cases do.

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(EXECUTIVE REGISTRY FILE

E-19

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3. The Director looks to me to see that material reaching him is properly coordinated and has relevant reference material attached to it, irrespective of whether it has originated with the sender. I hope you will cooperate with us in discharging these responsibilities.



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B. C. Evans

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O/ES/BCEvans:pgh (19 Apr 76)

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EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	S/MC				
4	DDS&T	X			
5	DDI	X			
6	DDA	X			
7	DDO	X			
8	D/DCI/IC	X			
9	D/DCI/NIO	X			
10	GC	X			
11	LC	X			
12	IG	X			
13	Compt	X			
14	D/Pers				
15	D/S				
16	DTR				
17	Asst/DCI	X			
18	AO/DCI	X			
19	EA/DCI	X			
20	SA/DCI	X			
21					
22					
SUSPENSE		Date			

Remarks:

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